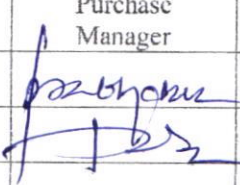


PURCHASE DIVISION
Advice for approval for credit to supplier

Stamp 

Date: 04/06/22		Prepared by: Ranya		Serial no. 4828	
Supplier name: Green belt services				HO inward no.	
Firm/Company: MRP LLP		Project: NAH		HO received date	
PO/WO date: 30/03/22		PO/WO No. 86900		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	112	10/05/22	21,200/-	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				17,490/-	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	106770	Proof of delivery matches MRN		☒ Yes ☐ No	
Amount B – Other Credits : Transportation charges			Transport char	3,500 + 210	
Amount C – Other Debits :			—		
Amount D (D=A+B-C) – Amount to be credited to the supplier:			21,200/-		
Amount E – PO / WO value:			17,490		
Amount F – Difference (A – E):			3710		
Quantity received as per PO / WO		☒ Yes ☐ Excess received ☐ Short received ☐ Part received			
Close PO / WO		☒ Yes ☐ No – wait for balance material ☐ Other			
Payment – due date		13/06/22			
Remarks:		Final Bill			
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ranya				
Sign:					
Date	04/06/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit.
2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

GSTIN :36AAUFG2910P1ZT

INVOICE

Cell : 8897895924

Composite Scheme

**GREEN BELT SERVICES**

GARDENING, HOUSE KEEPING, PAINTING, CIVIL & LABOUR CONTRACTOR

H.No. 4-1270, Marthanda Nagar, New Hafeezpet, Near Kondapur, Hyderabad - 49.

E-mail : greenbeltservices.2212@gmail.com

M/s. MODi Reality pocharam Lhp.Sl.No. **112** Date: 10/05/2022D.C.No. 113 Date:

(W.G.H.)

P.O.No. 86900 Date:

S.No.	PARTICULARS	Qty.	Rate	AMOUNT	
				Rs.	Ps.
1	Supply of Carpet grass	<u>1650</u> SFT	-	<u>21,200</u>	<u>200</u>
		TOTAL		<u>21,200</u>	<u>200</u>

GREEN BELT SERVICES

Bank Name: HDFC Bank

A/c. No.50200055048996

IFSC Code: HDFC0002019

Rupees inwards: Twenty one Thousand
two Hundred only.**For GREEN BELT SERVICES**
Authorised Signatory

1 Carpetgrass.	- 1650 x 10	2 16500
		<u>3500</u>
2 Transport	-	20,000
		<u>1200</u>
3 Gst 6%.	-	
	total	<u>21,200</u>



Form for closure of purchase order

Data required from site/engineers:						
PO no.:	86900	PO date:	30/8/22	Req. no.:	181900	Advice Scan ID
MRN nos. related to PO						
☐	Part material received.					
☒	Full material received.					
☐	Material not received.					
☐	Close PO – Balance material will be re-ordered by new requisition.					
☐	Cancel PO. Material not required.					
☐	Cancel PO. Material will be re-ordered by new requisition.					
☐	Keep PO open. Material required.					
☐	Keep PO open. Work under progress.					
Remarks by engineer:						
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.						
Prepared by	Sign	Date	Project manager	Sign	Date	
Shanivas	[Signature]	9/5/22	G. W. Jay Raj	[Signature]	9/5/22	
Data required from accounts:						
☐	Checked with E&D for receipt of bills.					
☒	Bills not received against this PO.					
☐	Part bill received against this PO.			Bill nos.		
☐	All bills received against this PO.					
☐	Advance paid against this PO.			Amount paid		
Remarks by Accountants:						
Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.						
Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date	
Largod	[Signature]	13/5/22				
Advice by MD - action to be taken by purchase:						
☒	Get certified bill from supplier (not original).					
☒	Prepare bill in SSLP for material supplied.					
☒	Get proof of delivery from site.					
☒	Barcoded PO missing – get certified copy from Accounts.					
☒	Thereafter, prepare advice to credit to supplier and send to HO for processing.					
☒	Close PO			☐	Keep PO open. Material awaited	
☐	Send barcoded PO to MDs desk. PO to be closed thereafter.					
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.					
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.					
☐	RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.					
☐	E&D to check receipt of bill and enter comments below.					
☐	Details of material supplied and balance material to be supplied is required.					
Remarks:						
Prepared by						
Sign						
Date						



Purchase Order

Page(s) 1 Of 1

09-05-2022 11:31:21

Original / Office Copy / Purchase Div.Copy

From Company : **Modi Realty Pocharam LLP**
5-4-183/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003
G S T No. : 36ABIFM1836H1Z7

Supplier Details

Green Belt Services
4-1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49

GSTIN 36AAUFG2910P1ZT

8897895924

Doc No	86900	181900
Doc Date	30-03-2022	
Quote No	Nil	
Quote Date	30-03-2022	
SupplyType	Supply	

Kind Attn : Mr.Ravi Shanker

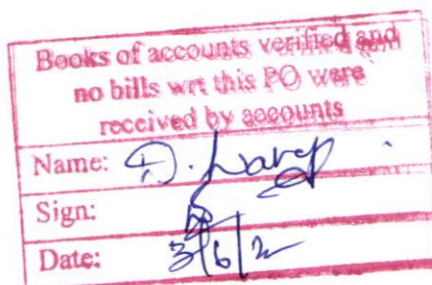
Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6016 - Miscellaneous - Carpet Grass - NA - sft	1,650.00	10.00	0.00	6.00	17,490.00
Total Order Value . . .					17,490.00
Rupees : Seventeen Thousand Four Hundred Ninty Only.					

Terms and Conditions :-**Specification / Brand** As per details given in the quotation.**Payment Terms** After Delivery & Production of bill**Tax** Inclusive of all taxes**Delivery Date** Within 7 days**Delivery Location** Nilgiri Heights

pocharam

Phone. .9849497484

Penalty For Delay Nil**Transportation Cost** Extra.**Warranty** Nil**Advance Paid** Nil**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Above order for Footpath at North side compound wall and near main gate entrance arch purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks** Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of deli vary /DC can be sent by email.For **Modi Realty Pocharam LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Green Belt Services**

Name : _____

Name : _____

Date : __/__/__

GSTIN :36AAUFG2910P1ZT

Composite Scheme

DELIVERY CHALLAN

Cell : 8897895924

**GREEN BELT SERVICES**

GARDENING, HOUSE KEEPING, PAINTING, CIVIL & LABOUR CONTRACTOR

H.No. 4-1270, Marthanda Nagar, New Hafeezpet, Near Kondapur, Hyderabad - 49.

E-mail : greenbeltservices.2212@gmail.com

M/s. MODI Reality pocharan.hdD.C.No. 113 Date 05/05/2022

(N.G.H.)

P.O.No 86900 Date

S.No.

PARTICULARS

QUANTITY

1 Carpet grass

1650. SFT

2 Transport Extra

13:25 INWARD	
Inward No: 11239	Dt: 5/5/22
MRN No: 10678	Dt: 5/5/22
Received By: <u>Shobha</u>	Sign: <u>[Signature]</u>
NILGIRI HEIGHTS	



Receivers Signature

For GREEN BELT SERVICES

[Signature]

Authorised Signatory

Requisition Form

Company Name:		Modi Realty Pocharam LLP		Date:		30-03-2022	
Site & Phase :		Niligiri Heights		Time:		11:52	
Supplier:				Req. No.		181900	
Material required before date:		urgent		ID No.			
No	Description	Size	Quantity	Units	Inward No	Date	
1	Carpet grass	STD	1650	Sft			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: for Footpath purpose at north side compound wall and nearn main gate entrance arch.							
Prepared By		S.Sharvani		Approved by			
Sign.& Date		30.03.22		Sign. & Date			

Note: On receipt of material at site write inward number and date in last 2 columns.

